



Flying Operations

**PREFLIGHT AND POST MISSION
AEROMEDICAL EVACUATION CREW (AEC)
CHECKLIST**

This checklist establishes procedures for the operation of C-17 aircraft employed by the Mobility Air Forces (MAF) to accomplish their worldwide missions.

This checklist complements AFI 11-2C-17V3, *C-17 Operations Procedures*, and is printed on standard 8½" x 11" bond paper then trimmed to a unique size (4 ½" x 11") that will fit standard C-17 aircrew checklist binders. Units may request copy of this checklist printed on a water proof based media from the OPR. Printed copies are limited to aircrew for use in-flight and training purposes only.

Use the following abbreviations to identify specific AECMs and their duties:

- AEC Aeromedical Evacuation Crew (Applies to entire aeromedical evacuation crew)
- MCD Medical Crew Director
- FN Flight Nurse
- CMT Charge Medical Technician
- 2AET Second Aeromedical Evacuation Technician
- 3AET Third Aeromedical Evacuation Technician
- AET Aeromedical Evacuation Technician (CMT, 2AET, & 3AET)

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CREW DUTIES -- MCD, FN, CMT & AE**PREFLIGHT.****1. Administrative Duties – COMPLETED (AEC)**

- a. Read and annotate FCIF.
- b. Obtain mission paperwork and documentation.
 - (1) Verify flight authorization information.
 - (2) Obtain aircraft tail number and parking spot.
 - (3) Obtain passport (as required).
 - (4) Complete personal customs declaration forms (as required).
 - (5) Review patient manifest.
- c. Identify patient requirements and prepare nursing care plan.
- d. Collect all AEC customs forms. (3AET)

2. AEC Briefing - ATTENDED/COMPLETED (AEC)

- a. Address No-Go and personal safety equipment. Discuss checklist discipline.
- b. Brief known mission information (i.e., U, P, VSI, SI, special interest patients, etc.) and airlift considerations.
- c. Review patient manifest, special patient requirements, and crew responsibilities.
- d. Receive patient report from the Nurse of the Day (if available) or MCD, including Patient Positioning Plan, patient records, and patient medications.
 - (1) Identify patient or equipment requirements that may require extended ground time/use of aircraft systems.
 - (2) Identify 1A, 1B, prisoners, security police, and armed attendants, as required.
 - (3) Review infection control procedures.
- e. Create/discuss patient positioning plan. (MCD/FN)
- f. Assign patient care responsibilities. (FN)
- g. Discuss medical emergency procedures.
 - (1) Identify ACLS/PALS, BTLS, etc., trained crewmembers.
 - (2) Make cardiac arrest assignments.
 - (3) Discuss patient placement.
- h. Review/discuss aircraft emergencies and egress plan(s). (MCD)
- i. Coordinate specific equipment, supplies, in-flight meals and fluids. (MCD/CMT)

PREFLIGHT (continued).

- j. Coordinate a tentative meal plan for patients and crew.
- k. Coordinate enplaning/deplaning procedures.
- l. Discuss cabin coverage and safety procedures.
- m. Discuss crew resource management (i.e., “Time Out”, debrief, etc.)
- n. Verify patient passports and appropriate papers for non-US citizens are available (as required). (MCD/FN)
- o. Coordinate refueling stop requirements.
- p. Review aircraft security and anti-hijacking procedures.
- q. Review theater and terrorist threat (as required).
- r. If medical ACM is present, brief on duties and responsibilities. Collect copy of orders. (MCD)

3. Mission Preparation – COMPLETED (AEC)

- a. Obtain medication kits. (FN)
- b. Obtain medical supplies.
- c. Perform equipment preflight. (May be accomplished on the aircraft).
- d. Load medical supplies and equipment and transport to the aircraft.

4. Pilot/LM Briefing - ATTENDED/COMPLETED (AEC)

NOTE: This step may be accomplished on the aircraft.

- a. Verify mission itinerary, threats, flight profile, etc.
- b. Brief pilot on non-US citizens, altitude restrictions, unique patient requirements, and electrical and oxygen requirements in-flight or on the ground, only if it limits aircraft operation. (MCD)
- c. Obtain escape and evasion (E & E) briefing (as required).
- d. Identify armed crewmembers (as required).
- e. Obtain briefing on weather, en route times, total number of crew, refueling stops, and possible delays.
- f. Identify emergency and communication signals/methods with pilot and LM.
- g. Identify Aeromedical Readiness Mission (ARM) requirements.
- h. Discuss enplaning/ERO requirements (time constraints, loading requirements i.e., ramps, AMBUS, safety observer, etc.)
- i. Discuss emergency requirements (radio transmissions/use of headsets). (MCD)
- j. Brief LM on anticipated patient load, number of AEC, souls on board verification, and cabin secure prior to takeoff. (MCD)
- k. Coordinate egress plan, meal times, special diets, and mission unique items with LM. (MCD)

POST MISSION.**1. Post Flight Debriefings - ATTENDED (AEC)**

- a. Attend applicable debrief(s) (pilot's, intelligence, crew, etc.)
- b. Discuss mission discrepancies, positive mission outcomes, etc.
- c. Properly store all medical equipment/supply kits per local policy.

2. Coordination with Command Post, Squadron, etc. - COMPLETED (AEC)

- a. Turn in mission paperwork/inventories.
- b. Arrange for flight home (as required). (MCD/CMT)
- c. Coordinate billeting arrangements with pilot (as required). (MCD)
- d. Notify GPMRC/TPMRC or tasking AE command element of crew's status, billeting arrangements, and ACM plans (as required). (MCD)